IQS Data Export Instructions

I recommend you create an IQS folder on your hard drive. I have separate folders for IQS exports and IQS imports.

1. Log into IQS. From the main IQS screen click on Options. Next move your curser to System Administration. A drop down menu will appear. Click on Export (do not select Export for Individual or Export for ROSS).

2. At the bottom of the screen click on Select All, then click on Advanced Options and then click on Organization Selections.

3. In the State NWCG field type SDSDS. In the Org Level 1 field type in your identifier. In the Org Level 2 field type in your identifier. Your Org Level identifiers can be found in the Person/Org screen. In the Org Level 3 field type Placeholder (Org Level 4 will automatically become placeholder). Click on Accept Selections and Return.

4. Click on Export Selected Data. Select the folder you created and save. **Do not change the file name of the export in any way when saving**. Close IQS.

5. Put a cd in the cd/dvd drive of your computer.

6. Right click on the file you just saved. A drop down menu should appear. Move your curser to Send To >. A drop down menu will appear.

7. Click on cd drive. A window will pop up at the screen saying you have files to be written to cd. Click on the balloon to write files to cd. Another window will pop up asking you to name the cd. You can choose anything you wish (for example 2009 IQS export). After naming the cd click the next tab. It will take several minutes to write the files to the cd.

8. When the files have been written to the cd the cd drive will automatically open. Close the cd file, click on the finish tab.

9. The IQS export should be complete. Take out the cd and mail to:

> Wildland Fire Suppression
> 4250 Fire Station Rd., Ste 2
> Rapid City, SD 57703

If you have any questions please call me at 605-393-8011.